



# Professional Military Education **Initial Entry Training**



## **Military Customs and Courtesies**



# References



FM 7-21.13

## THE SOLDIER'S GUIDE



OCTOBER 2003

DISTRIBUTION RESTRICTION:  
Approved for public release; distribution is unlimited.

HEADQUARTERS  
DEPARTMENT OF THE ARMY

## Field Manual No. 7-21.13

### Chapter 4 Customs, Courtesies, and Traditions



# Military Customs & Courtesies



## Customs

- Definition & Purpose
- Examples

## Courtesies

- Definition & Purpose
- The Hand Salute
- Other Courtesies
- Reporting



# Military Customs and Courtesies



## Pride



**The VDF instills pride in its members because of its history, mission, capabilities, and the respect it has earned in the service of the Commonwealth.**

**A reflection of that pride is visible in its customs, courtesies, and traditions.**



# Military Customs



## Definition

**A custom is an established practice that include positive actions (things you do) and taboos (things you avoid.)**

## Purpose

**Many customs complement procedures required by military courtesy. Violations of some customs will bring official censure or disciplinary action. Customs are common law.**



# Military Customs



- **Never criticize the VDF or a leader in public.**
- **Never go “over the heads” of superiors—don't jump the chain of command.**
- **Never offer excuses.**
- **Never “wear” a superior's rank by saying something like, “the first sergeant wants this done now,” when in fact the first sergeant said no such thing. Speak with your own voice.**





# Military Customs



- **Never turn and walk away to avoid giving the hand salute.**
- **Never run indoors or pretend you don't hear (while driving, for example) to avoid standing "Reveille" or "Retreat."**
- **Never appear in uniform while under the influence of alcohol.**
- **If you don't know the answer to a superior's question, you will never go wrong with the response, "I don't know sir, but I'll find out."**





# Military Courtesies



## Definition

**Military courtesy means good manners and politeness in dealing with other people. Courteous behavior develops good human relations.**

## Purpose

**Military courtesy is respect shown by members of the same profession**



# Military Courtesies



**Military courtesy is not a one-way street.**



**Enlisted personnel are expected to be courteous to officers and likewise officers are expected to return the courtesy.**

**Mutual respect is a vital part of military courtesy.**



# Military Courtesies



## Hand Salute



**The salute is a privileged gesture of respect and trust among soldiers. The salute is not only prescribed by regulation but is also recognition of each other's commitment, abilities, and professionalism.**

**The junior extending the greeting first is a point of etiquette. A salute extended or returned makes the same statement.**



# Military Courtesies



## Hand Salute



**The hand salute may have begun in Roman times when assassinations were common. A citizen approached a public official with his right hand raised to show that he did not hold a weapon.**

**Knights in armor raised visors with the right hand when meeting a comrade.**

**In early American history, the salute sometimes involved removing the hat.**

**By 1820, the motion was modified to touching the hat, and since then it has become the Hand Salute used today.**



# Military Courtesies



## Hand Salute



**All soldiers in uniform are required to salute when they meet and recognize persons entitled (by grade) to a salute except when it is inappropriate or impractical (in public conveyances such as planes and buses, in public places such as inside theaters, or when driving a vehicle).**



# Military Courtesies



## Hand Salute

**Salutes will be exchanged between officers (commissioned and warrant) and enlisted personnel, and with personnel of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, Coast Guard), the commissioned corps of the National Oceanic and Atmospheric Administration (NOAA), and the commissioned corps of the Public Health Service entitled to the salute.**





# Military Courtesies



## Hand Salute



- **U.S. National Anthem, "To the Color," "Hail to the Chief," or foreign national anthems**
- **To uncased National Color outdoors**
- **On ceremonial occasions**
- **At reveille and retreat ceremonies**
- **During the sounding of honors**
- **When pledging allegiance outdoors**
- **When turning over control of formations.**
- **When rendering reports**
- **To officers of friendly foreign countries**



# Military Courtesies



## Hand Salute

### Salutes are not required when:

- **Indoors, unless reporting to an officer or when on duty as a guard.**
- **A prisoner**
- **Saluting is obviously inappropriate. In any case not covered by specific instructions, render the salute**
- **Either the senior or the subordinate is wearing civilian clothes**





# Military Courtesies



## Other Courtesies



- **When talking to an officer of superior rank, stand at attention until ordered otherwise.**
- **When you are dismissed, or when the officer departs, come to attention and salute.**
- **When speaking to or being addressed a noncommissioned officer of superior rank, stand at parade rest until ordered otherwise.**



# Military Courtesies



## Other Courtesies



- **When an officer of superior rank enters a room, the first soldier to recognize the officer calls personnel in the room to attention**
- **When an NCO of superior rank enters the room, the first soldier to recognize the NCO calls the room to “At ease”**
- **Walk on the left of an officer or NCO of superior rank**



# Military Courtesies



## Other Courtesies



- **The junior ranking soldier is the first to enter a vehicle and the senior in rank is first to exit**
- **When outdoors, greet the NCO by rank, e.g., “Good morning, Sergeant”**
- **First person seeing an officer enter a dining facility gives the order “At ease,” unless a more senior officer is already present**
- **When command “At ease” is given in a dining facility, remain seated, silent and continue eating unless directed otherwise.**



# Military Courtesies



## Reporting

**When you report to an officer of superior rank, approach the officer to whom you are reporting and stop about two steps from him, assuming the position of attention.**

**Give the proper salute and say, for example, “Sir, Private Smith reports.”**





# Military Courtesies



## Rendering Honor to the Flag

**Reveille:** When the flag is raised in the morning, stand at attention on the first note of "Reveille" and salute.

**Retreat:** In the evening "Retreat" is played before "To the Colors." At the first note of "Retreat," come to attention and face the flag (or the direction of the music.) Salute at the first note of "To the Colors."





# Military Courtesies



## Rendering Honor to the Flag

**When you are passing or being passed by colors that are being presented, paraded, or displayed, salute when the colors are six paces from you.**

**Hold the salute until the colors are six paces beyond you.**





# Military Customs & Courtesies



## ***Review: Individuals to Salute***



**Salutes will be exchanged between officers (commissioned and warrant) and enlisted personnel, and with personnel of the Armed Forces of the United States (Army, Navy, Air Force, Marine Corps, Coast Guard), the commissioned corps of the National Oceanic and Atmospheric Administration (NOAA), and the commissioned corps of the Public Health Service entitled to the salute.**



# Military Customs & Courtesies



## ***Review: Individuals to Salute***



**Salutes will also be rendered to officers of friendly foreign countries.**



# Military Customs & Courtesies



## ***Review: When to Salute***



- **U.S. National Anthem, "To the Color," "Hail to the Chief," foreign national anthems**
- **To uncased National Color outdoors**
- **On ceremonial occasions**
- **At reveille and retreat ceremonies**
- **During the sounding of honors**
- **When pledging allegiance outdoors**
- **When turning over control of formations.**
- **When rendering reports**



# Military Customs & Courtesies



## ***Review: When NOT to Salute***

- **Indoors (unless reporting to an officer or on duty as a guard)**
- **When doing so would be in appropriate or impractical**
- **When the senior or subordinates are in civilian clothes**





# Military Customs & Courtesies



## ***Review: Courtesy to Officers***



- **When talking to an officer of superior rank, stand at attention until ordered otherwise.**
- **When you are dismissed, or when the officer departs, come to attention and salute.**



# Military Customs & Courtesies



## ***Review: Courtesy to NCOs***



- **When speaking to or being addressed a noncommissioned officer of superior rank, stand at parade rest until ordered otherwise.**



# Military Customs & Courtesies



## ***Review: Reporting***



**When you report to an officer of superior rank, approach the officer to whom you are reporting and stop about two steps from him, assuming the position of attention.**

**Give the proper salute and say, for example, “Sir, Private Smith reports.”**

**If you are indoors, use the same procedures as above, except remove your headgear before reporting.**



# Professional Military Education **Initial Entry Training**



## **Questions?**